

FRESH FRUIT & VEGETABLE PROGRAM



Fresh Fruit and Vegetable (FFVP) Training

School Year 2023

Agenda

- FFVP Awards SY 2023
- FFVP Updates
- General program guidelines
- Reimbursable costs
- Spending your money





FFVP Awards SY 2023

- 208 schools awarded!
 - New schools
- Over \$2.7 million to distribute to schools
- Priority given to highest % students that qualify for free/reduced meal benefits
 - Awarded schools less than 50% F/R
- Awards list on FFVP webpage

Programs[CNPWeb/NEO](#)[Student Eligibility & Applications](#)

Fresh Fruit and Vegetable Program (FFVP)

The Fresh Fruit and Vegetable Program is one way to provide healthy food to elementary school children. The level of funds provided to any one school depends on the demographics of schools that are selected to participate in the program. Federal guidelines allow funding based on a range of \$50 to \$75.

If you have questions regarding the Fresh Fruit and Vegetable Program, please contact a member of the [Child Nutrition staff](#).

[FFVP Brochure](#) to promote at open houses, parent-teacher conferences, and other community events

[SY 2023 FFVP Awards List](#)

[FFVP September 2022 Allocations](#)

[SY2022 FFVP Usage Report](#) - August 19, 2022

SP19-2021

(1) This [memorandum](#) provides clarification on questions related to the operation of the Fresh Fruit and Vegetable Program (FFVP) during alternative Child Nutrition Program operations in all States and school food authorities (SFAs) due to the continued public health emergency associated with the novel coronavirus (COVID-19). (2) This memorandum applies to SFAs operating the FFVP. (3) This document relates to section 19 of the National School Lunch Act (NSLA) [42 U.S.C. 1769a].

Fresh Fruit and Vegetable Program (FFVP)

FFVP provides fresh fruit and vegetables to children outside of the school meals, often served as a snack. This program has helped students try new foods and increases their consumption of fruits and vegetables during the day.



Funding Structure

FFVP funding aligns with the federal fiscal year

- October 1st through September 30th

When does my 2023 allocation begin?

- October 1st
- Example: Current year- start October 1, 2022
- New schools that did not participate in SY 2022

What about September?

- September funding is from prior school year
- Example: \$2,000 remaining from June 2022 → \$2,000 September 2022
- Must have participated in SY 2022

FFVP Allocations Update

- Have not been finalized
 - Ongoing delays in CNP web
- Will notify via list serv and posted on website when available
- Estimate allocation by taking enrollment x \$55.00/student
 - Total allocation for SY 2023

FFVP reports Update

CNP web reports in the works:

- FFVP Monthly Claim Report
 - Snapshot of each month's FFVP expenses (what was reported- food, labor, other, etc.)
- FFVP Usage Report
 - Help to monitor fund usage throughout the year
 - *Posting report manually on website each month

FFVP Flexibilities- SY 2023

Served outside
school day (take
home)

Non-congregate
setting (remote
meals)

Served alongside
breakfast and
lunch

Parent
pickup

Days of
week with
(meals)

12(I) COVID-19 Waivers

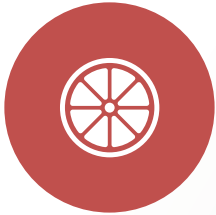
Intended to provide flexibility to support schools in continuing to participate in the FFVP. Permission must be obtained by Maine DOE Child Nutrition.

Only use when FFVP elementary school is closed for in-person instruction and congregate meal service is limited by the COVID-19 pandemic.

- Parent/Guardian FFVP Pick-up (July 1, 2022-June 30, 2023)
- Alternate Site (July 1, 2022-June 30, 2023)
 - This waiver allows the State Agency to approve SFAs participating in FFVP to provide FFVP food at sites that are not FFVP elementary schools when FFVP elementary schools are closed due to COVID-19.

General Program Guidelines

What to Serve?



FRESH PRODUCE ONLY- AIM
FOR VARIETY!



PRE-PACKAGED FRUITS AND
VEGETABLES- REDUCES
LABOR



PRE-CUT FRUITS AND
VEGETABLES- EASIER FOR
YOUNGER STUDENTS TO
GRAB AND EAT



OFFER WHOLE FRUITS ON
DAYS WHEN LABOR IS
LIMITED



SERVE LOCAL PRODUCE-
SUPPORT MAINE FARMERS



SCHOOL GARDEN PRODUCE

How the FFVP Works

- Reimbursement program
 - Report FFVP expenses on Site Claim each month
- School decides when, where and how to implement the FFVP
 - Flexibility to develop a plan
 - Part of annual FFVP application
 - Where/when to serve:
 - Carts in hallway
 - Deliver to classroom
 - Locker break

Serving Days

- Minimum 2 days/week
- Can be adjusted at any point during the school year!
- FFVP application is your *plan*
- Increase number of serving days if low fund usage



Serving Reminders

- *Fruits may not have accompanying fruit dips*
- Vegetables may have dips but must be portion controlled
- Cooked vegetables allowed one day per week
 - Nutrition education component
- No portion size requirements- based on age of students



Equipment Requests

- Complete form on our website:
<https://www.maine.gov/doe/schools/nutrition/programs/ffvp>.
- Send to: stephanie.stambach@maine.gov
- Must be reviewed and approved by DOE
- No approval needed for small
wares/supplies

Equipment Requests

- Examples:
 - Fruit/vegetable wedgers and sectionizers
 - Carts/lug dollies
 - Reach in refrigerators
 - Must specify in request the percent used in FFVP vs. other CN programs



Nutrition Education

- Work with partner organizations (i.e. SNAP ed, Coop Extension, Food Corps)
- “Fun facts” to classrooms/morning announcements
- Promote FFVP on school menus and website
- Free resources from Team Nutrition



Widely Publicizing the FFVP

School board
meetings

Posters in
cafeteria/hallways

Email blasts to
parents/school
staff

School/district
website

Social media
(Facebook, Twitter,
Instagram)

FFVP Onsite Monitoring

Complete by February 1st of each year, file internally

AGENCY/DISTRICT NAME:		DATE OF REVIEW:	
SITE/SCHOOL NAME:			
What time are the items prepared?		What time are the items served?	
Today's FFVP Menu:			
		YES	NO
1. Is the FFVP offered during the school day?			
2. Is the FFVP offered outside of breakfast and lunch serving times?			
3. How many times a week is the FFVP offered at this site?			
4. Is the FFVP widely publicized at this site? Describe all methods:			
5. How many classrooms were observed as part of this review?			
6. Describe how the FFVP items are being served to students on the day of this review.			
7. Did the teacher participate in the tasting of the item(s)?			
8. Did nutrition education take place on the day of the review? If so, what type?			
9. Are proper sanitation practices being used in the classroom? Describe:			

Reimbursable Costs

Operational Costs

Operating funds include:

- Fruits and Vegetables*
- Labor to prep
- Labor to serve
- Supplies
 - napkins,
 - bowls,
 - cutting boards
 - paring knives
 - serving trays, etc.

**The majority of the FFVP allocation is to be spent on fresh fruits and vegetables.*

Administrative Costs

Administrative funds ** include:

- Labor to Order Product
- Labor to schedule
- Labor to prepare claim
- Large equipment purchases such as coolers/refrigerators/carts
 - *Must be prorated if used in other programs*
 - *Need to submit equipment request form & approval from DOE (Stephanie)*

****Administrative funds are limited to 10% of the total grant amount at each FFVP school.**

Site Claim Reminders

- FFVP Operating and Administrative Costs
- Administrative Equipment:
 - Report approved large equipment here!

Fresh Fruit and Vegetables		
Operating Costs		Amount
14.	Food	<input type="text" value="3,130.16"/>
15.	Labor	<input type="text" value="904.73"/>
16.	Other	<input type="text" value="80.00"/>
17.	Total Operating	4,114.89

Administrative Costs		Amount
18.	Equipment	<input type="text" value="0.00"/>
19.	Labor	<input type="text" value="0.00"/>
20.	Other	<input type="text" value="0.00"/>
21.	Total Administrative	0.00
22.	Total Claim Amount	4,114.89

Don't forget! Admin costs are limited to 10% of total grant amount

CNP Web Resources

Programs

CNPWeb/NEO

Student Eligibility & Applications

Financial

Legal References

Webinars and Training

Contacts and Events

CNPWeb/NEO

CNPWeb

CNPWeb is where Sponsors file their annual participation packet, file monthly claims for reimbursement and manage the Food Distribution Program (USDA Foods).

Access and Permissions

Email either child.nutrition@maine.gov or pamela.partridge@maine.gov to request access. **You must indicate your role with CNPWeb as either a Sponsor Admin or Claim Approver.**

- Sponsor Admin completes the Annual Application, monthly claim for reimbursement and USDA Foods information.
- Claim Approver is the Legal Agent/Authorized Personnel who approves the monthly claim for reimbursement.
- Verification Only permissions give the user access to enter and edit verification data only.
- View Only access allows for information to be viewed but not edited or deleted.

Login to CNPWeb Here!

If you have questions regarding submitting your claim, please contact a member of the [Child Nutrition staff](#).

Manuals, Guides & Instructions

CNPWeb Training Videos

[Getting Started in CNPWeb for School Nutrition Programs](#) (10:00)

Webinars

[Do you have the right permissions in CNPWeb?](#) (8:00)
[Claims & Payments](#) (11:00)

CNPWeb User Manuals

[FDP](#)
[CACFP](#)
[SNP](#)

CACFP

[CNP Web Application Instructions](#)

FFVP

[SY23 FFVP Claiming Quick Guide](#)
[FFVP in CNPWeb](#) (13:00)







SFSP - Annual Application Packet

[SY22 Annual Application Packet Reference Guide](#)

Payments Tab

- Can see FFVP payments (funds spent to date)
- By district, not school

Sponsor Summary

Checklist		Applications		Forms		Activities		Claims		Payments		Users	
										Androscoggin County			
Open Balance Transactions		Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payable				
Total Open Transactions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Batch Number	Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payment				
 1131	2/11/2022	138,065.81	41,294.46	0.00	0.00	0.00	6,539.90	271.09	186,171.26				
 1128	2/2/2022	0.00	0.00	0.00	0.00	20,639.30	0.00	0.00	20,639.30				
 1123	1/12/2022	113,295.52	34,152.41	0.00	0.00	0.00	4,118.60	566.12	152,132.65				
 1118	12/13/2021	142,943.79	44,253.59	0.00	0.00	0.00	7,402.80	456.11	195,056.29				
 1113	11/12/2021	152,787.69	50,459.09	0.00	0.00	0.00	6,731.54	298.51	210,276.83				
 1107	10/12/2021	164,721.26	49,929.65	0.00	0.00	0.00	7,330.15	256.45	222,237.51				
Total Payments		711,814.07	220,089.20	0.00	0.00	20,639.30	32,122.99	1,848.28	986,513.84				

Spending your FFVP \$\$

Financial Management



Spend funds in a
timely manner



Midpoint review
during the school year



FFVP Usage Report on
Child Nutrition website

Tips to Spend your September Allocation

1. Buy pre-packaged fruits and vegetables (high cost, low labor)
2. Charge labor to FFVP (operational or admin)
3. Purchase large equipment
 - Need DOE approval
4. Purchase supplies and small wares
 - No DOE approval needed

Resources

FFVP Handbook

Child Nutrition staff- Stephanie

FFVP Webpage:

- <https://www.maine.gov/doe/schools/nutrition/programs/ffvp>

Questions?



CONTACT THE CHILD NUTRITION
OFFICE



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